

PIV Process Roadmap for Medicine / Surgery Trainees

1.) **Fingerprinting:** (Submit between 1-2 months prior to start of first rotation at the Iowa City VA)

Bring one form of picture ID to Human Resources (Building 21 Lower level room BB09) for fingerprinting. Fingerprints are captured from 8am to 4pm, Monday through Friday. It is important to fill out the fingerprinting documentation thoroughly and legibly. Please list your service (Medicine / Surgery), and your duty title (Medical Student / Resident / Fellow). Fingerprints are valid for only 120 days from the time of their capture, until the card has been issued to you. If you fail to complete all of the steps associated with the PIV process within the 120 day window you will be required to restart the process from the beginning.

2.) **Sponsorship:** (Occurs roughly 2 weeks after fingerprinting)

Once your mandatory TMS training is complete, and your fingerprints have adjudicated, you will be sponsored in the PIV system. You will receive an email during this phase if clarification is needed on any of the information that was provided on the original fingerprint form.

3.) **Photo:** (Taken after being sponsored)

Once you have been sponsored in the PIV system, you will receive an email asking that you return to Human Resources, (Building 21, Lower level, room BB09) with two forms of picture ID to have your photo taken. PIV photos are taken from 8am to 4pm, Monday through Friday.

4.) **PIV Card Pick-up:** (To be scheduled by user)

You will receive an email from the PIV Coordinator when your PIV card has been printed. The email will contain a hyperlink for the PIV pickup scheduling tool. The PIV pickup scheduling tool is the only method used for arranging PIV card pickup at this time.